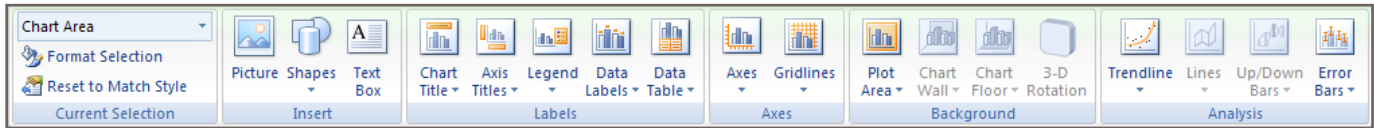


CHART TOOLS TAB-LAYOUT

This tab ribbon is used to make changes to the layout of the chart, such as adding pictures and shapes, changing the chart titles, and changing the background of the different objects within the chart. The table below lists and describes the groups and buttons on this ribbon.



| Groups/Buttons | Description |
|--------------------------------|--|
| Current Selection Group | This group is used to make changes to the currently selected chart. |
| Chart Area | To choose the element of the chart for which changes are to be made, click the arrow for this item. The default area that shows in the box when the chart is first displayed is the Plot Area. |
| Format Selection | Once an item has been selected, this button will launch the Format dialog box for that element. Changes to the background as well as other elements can be made using this dialog box. |
| Reset to Match Style | Click this button to reset the selected chart element back to the visual style applied to the chart. |
| Insert Group | Within this group, it is possible to add a picture, shape, or textbox to the chart. |
| Picture | This button is used to insert a picture from a file. When the button is clicked, the Insert Picture dialog box will appear. Within this box, select the area where the picture is stored and then select the picture that is to be inserted. |
| Shape | To insert a shape, such as an arrow, into the chart, click this button. A gallery of different shapes will be displayed. Click the shape that is to be inserted and then draw the shape. |
| Text Box | Click this button to insert a text box into the chart. Once the button has been selected, click in the chart and draw the textbox to the desired size. |
| Labels Group | This group is used to change the location of the chart title, the axis titles, the legend, and other elements of the chart. |
| Chart Title | Click this button to specify where the chart title is to be displayed. The options are None, Centered Overlay Title, and Above Chart. An explanation of each of these options is provided in the list. |
| Axis Titles | To specify where the Horizontal and Vertical Axis titles should be displayed, click this button. An explanation of each option within both groups is provided. |
| Legend | This button is used to choose where the legend should appear in the chart. It is possible to display the legend at the top, to the right, to the left, or at the bottom of the chart. |
| Data Labels | These labels are used to display the values for the series. Data labels can be displayed above or inside each of the series areas. |

| Groups/Buttons | Description |
|-------------------------|---|
| Data Table | To display a table below the chart representing the data in the chart, click this button. |
| Axes Group | This group is used to specify how the vertical and horizontal axes are displayed in the chart. It is also used to specify how the gridlines should be displayed in the plot area. |
| Axes | Click this button to decide how the axes' labels are to be displayed. There are options available to specify the formatting for the vertical and horizontal axes. |
| Gridlines | To show how the gridlines should be displayed in the chart, click this button. Options for displaying the horizontal and vertical gridlines are provided. |
| Background Group | To make changes to the background area of different chart elements, such as the plot area or the chart wall, click the different buttons within this group. |
| Plot Area | In a 2-D Chart, this button is used to choose whether to display the plot area or to turn it off. |
| Chart Wall | This option is available if a 3-D chart type has been chosen. It is used to change the background for the wall of the 3-D chart. |
| Chart Floor | To change the floor area of a 3-D chart, click this button. This option is not available except when a 3-D chart is being formatted. |
| 3-D Rotation | Click this button to change the rotation of a 3-D chart. Several options are available for rotating the chart. |
| Analysis Group | To provide an analysis of data in a chart, use this group of options. |
| Trendline | This button is used to forecast a trend for a selected data series. There are several different types of trend lines that may be applied to the data series. When the Trendlines button is clicked, a list of possible trendlines will be displayed. Trendlines cannot be added to a data series in a stacked, 3-D, radar, pie, surface, or doughnut chart. |
| Lines | This button is used to add other lines to a chart such as Drop Lines or High-Low Lines. These lines are used to connect data series in 2-D stacked bar and column charts. They are used to emphasize the difference in measurement between each data series |
| Up/Down Bars | These bars are useful in line charts that contain multiple data series. They are used to indicate the difference between data points in the first data series and the last data series. |
| Error Bars | To express a potential amount that is graphically relative to each data point in a data series, click this button. These bars are usually used in statistical or scientific data. They show potential error or degree of uncertainty relative to each data marker in a series. |